



"I have come that they might have life
and have it to the full" John 10:10

Nottingham Diocesan Catholic Youth Service
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Risk Assessment General guidance

1. Risk assessments should be completed well before the event/activity and approved by the event leader and a suitably qualified individual. If in doubt, seek advice from your Director of Youth Services.
2. A risk assessment should not be complex but simply comprehensive.
3. A formal assessment of any anticipated risks has the aim of identifying any risks and reducing them to an acceptable level. Safety is always the prime consideration. If the risks cannot be managed safely, then the event/activity should not take place.
4. The risk assessment should use the pro-forma available on www.ndcys.com and be based on the following considerations.
 - a) What are the hazards?
 - b) Who might be affected by them?
 - c) What safety measures need to be in place to reduce risks to an acceptable level?
 - d) Can the event leader put the safety measures in place?
 - e) What steps will be taken in an emergency?
5. The following factors should be taken into consideration when assessing the risks?
 - a) The type of event/activity and the level at which it is being undertaken.
 - b) The location, routes and modes of transport
 - c) The competence, experience and qualifications of adult helpers.
 - d) The ratio and gender of adults to children
 - e) The group members' ages, competence, fitness, temperament and the suitability of the activity.
 - f) The specific or medical needs of the children/young people.
 - g) Seasonal conditions, weather and timing.
 - h) How to cope when a child/young person becomes unable or unwilling to continue.
 - i) The need to monitor the risks throughout the event/activity.

6. The person carrying out the risk assessment should record and give copies to all leaders prior to the event/activity with details of the measures they should take to avoid or reduce the risks. Parish priests or leaders of the organisation should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.
7. Frequent visits to local venues such as a leisure centre may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place.
8. The event leader and other leaders should monitor the risks throughout the event and take appropriate action as necessary.
9. Before booking a day/residential trip, the event leader should obtain a written or documentary assurance that providers such as retreat centres or tour operators have assessed the risks and have appropriate safety measures in place such as
 - a) Safe recruitment procedures
 - b) Adequate public liability insurance
 - c) A license to operate (where necessary)
 - d) Clearly defined roles and responsibilities for its staff
 - e) Child protection policy
10. Do not try and re-invent the wheel. Before filling out your own risk assessment, look at the samples on www.ndcys.com, ask any place you may be visiting with your group for copies of their risk assessments (if they don't have any, alarm bells should ring) and any risk assessments you complete should be kept on file so that they are easy to update or amend when necessary. Also, check out the websites below for more guidance.
11. Always, always, always assess the risk even if you think it is a risk-less activity or that someone else will have completed a risk assessment.

Additional help/information

Diocesan Youth Service	Fr Joe Wheat 01773 852044	www.ndcys.com fr.joe@thebriars.co.uk
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Diocesan Child Protection Coordinator	Mr John Creedon 0115 9603010
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Health and Safety Executive A good simple booklet	http://www.hse.gov.uk/pubns/indg163.pdf
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Downloads available from the Youth Service website; Risk Assessment pro forma
Sample Risk Assessment